

# NURSE CORPS SCHOLARSHIP PROGRAM

*NCSP Graduates: Successful Transitioning from School to Service Completion*

U.S. Department of Health and Human Services  
Health Resources and Services Administration  
Bureau of Health Workforce  
Division of Nursing and Public Health

May 29, 2014



# Agenda

- **Requirements after graduation**
- **Health Professional Shortage Areas (HPSA's) - searching for eligible sites**
- **In-service requirements**
- **Service completion**
- **Customer Service Portal**



# Scholar Requirements After Graduation



## **What are the requirements after graduation?**

- **Obtain a nursing license and find employment within 9 months**
- **Obtain approval of employment PRIOR to signing your employment contract.**
- **Submit via BMISS participant portal:**
  - 1) An Initial Employment Verification Form**
  - 2) A signed Authorization to Release Employment Information**
  - 3) A copy of your professional license**
- **If after six (6) months, the Registered Nurse (RN) licensure has not been obtained, contact the NCSP to request a licensure suspension via the Customer Service Portal**



## Critical Shortage Facilities Eligible Sites for Service

### What are the types of sites eligible for service?

Critical Shortage Facilities (CSF) within the United States and U.S. Territories

Ambulatory Surgical Center	Indian Health Service Center
Critical Access Hospital	Native Hawaiian Health Center
Disproportionate Share Hospital	Non-Disproportionate Share Hospital
Public Hospital	Nursing Home
Federally Qualified Health Center (FQHC) or FQHC Look-Alike	Rural Health Clinic
Home Health Agency	Skilled Nursing Facility
Hospice Program	State or Local Public Health and/or Human Service Department



## **Critical Shortage Facilities (CSF) Ineligible Sites for Service**

### **Ineligible facilities include, but are not limited to:**

- Free-standing clinics that do not qualify as a facility or as a CSF
- Renal dialysis centers
- Private practice offices
- Assisted living facilities
- Clinics in prisons and correctional facilities

Note: Registered Nurse positions in schools and or school districts are also ineligible.



# Health Professional Shortage Areas (HPSAs)

## What is a HPSA?

**H = Health**

**P = Professional**

**S = Shortage**

**A = Area**

**Definition:** Health Professional Shortage Area designations are used to identify areas and population groups [populated areas] across the country experiencing a health care shortage of primary medical care, mental health, or dental health care providers, and may be geographic, population, or facility.

***Note:*** NURSE Corps scholars will only be using primary medical care and mental health HPSA designations and scores.





## HPSA Designation Types

Three designation types for HPSAs based on the health discipline experiencing a shortage:

- 1. Primary Care**
- 2. Mental Health**
- 3. Dental (not applicable for NURSE Corps)**

For each discipline category, there are three types of HPSA designations based on an area or population (each with its own requirements):

- 1. Geographic (a county or group of census tracts)**
- 2. Population Group (low income or Medicaid populations)**
- 3. Facility (a community health center or state prison)**





## Determining HPSAs

- **The Health Resources and Services Administration (HRSA) has established standard criteria for determining HPSAs.**
- **Most of the requests for HPSA designations are from the State Primary Care Offices (PCO)**
- **Each state has designations based on meeting certain thresholds in the criteria, such as the population-to-provider ratio in the service area.**



## HPSA Designation Process

- A representative of the site or community must submit a formal request to their State Primary Care Office (PCO) to have their site/area designated.
- Once the request is accepted, the State PCO works collaboratively with the site to obtain data that is required by HRSA. The State PCO will review the data to preliminary determine if the data meets the required thresholds to allow a site/area to submit an application.
- Each State PCO has a designated Bureau of Clinician Recruitment and Service (BCRS) and the Division of Policy and Shortage Designation (DPSD) representative that will review the application to assist in the determination of the HPSA score.



## HPSA Identification

- **Primary Care** – Always begins with 1  
*Example: 113999913*
- **Mental Health** – Always begins with 7  
*Example: 711999913*
- **Dental Health** – Always begins with 6  
*Example: 611999913*

***Please note: NURSE Corps Scholarship Program will only be using primary medical care and mental health HPSA designations and scores.***



## HPSA Scoring

- **HPSA scores are developed to prioritize the need. Scores are updated every 3-4 years.**
  - **Scores are determined using the same criteria that go into designation (patient population-to-provider ratio, poverty, travel distance, and quality, low birth weight/infant mortality etc.)**
  - **Points are given for each category based on a scale indicating health professional shortage severity.**
  - **Scores range from 0 - 25 for primary care and mental health, with 25 being the greatest need.**
  - **A score of zero is given to auto designated facilities when no data is provided and if there is very little need.**

**The higher the score, the greater the need for additional medical services, which increases an area's priority for placement of new providers.**



# Tier 1 HPSCA Criteria

**NURSE Corps participants must provide full-time (or if approved, part-time) clinical service in a CSF. Participants are expected to serve in Tier 1 of the CSFs.**

Critical Shortage Facilities		
Critical Access Hospital; Disproportionate Share Hospital; Federally Qualified Health Center; Indian Health Service Health Center; Public Hospital; Native Hawaiian Health Center; Rural Health Clinic; Skilled Nursing Facility; State or Local Public Health or Human Services Department	Primary Care or Mental Health HPSCA Score 14 or above	Tier 1
	Primary Care or Mental Health HPSCA Score between 10 – 13	Tier 2
	Primary Care or Mental Health HPSCA Score between 0 – 9	Tier 3
Ambulatory Surgical Center; Nursing Home; Home Health Agency; Hospice Program; and Non-Disproportionate Share Hospital	Primary Care or Mental Health HPSCA Score between 0-25	Tier 4



## Steps for Searching HPSA Designations

To determine whether or not a critical shortage facility meets Tier 1 placement criteria, you must do the following:

Conduct three types of searches:

- a) Geographical
- b) Census Tract
- c) Facility

Link to HPSA Find (perform **searches by state and county**):

<http://hpsafind.hrsa.gov/>

Link to Data Warehouse (perform **searches by address**):

<http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>



# Steps for Searching HPSA Designations

## Geographical HPSA Search

### Step#1:

- Go to HPSA Find website  
<http://HPSAfind.hrsa.gov>
- In left margin of page select:  
“HPSA & MUA/P by Address”  
direct link to page:  
<http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>
- Enter geographical information (Address, City, State and Zip code) of site that you would like to review.
- Click submit button

The screenshot shows a web browser window titled "HRSA - Find Shortage Areas: HPSA & MUA/P by Address - Version 2.0 - Windows Internet Explorer". The address bar shows the URL: <http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>. The page has a navigation menu with links: Home, Get Health Care, Grants, Loans & Scholarships, Data & Statistics, Public Health, and About HRSA. The main heading is "Find Shortage Areas: HPSA & MUA/P by Address". On the left, there is a sidebar with links: Shortage Designation Home, Find Shortage Areas, HPSA by State & County, HPSAs Eligible for the Medicare Physician Bonus Payment, and MUA/P by State & County. The main content area contains the text: "Find out if this address is located in a Geographic or Population Group HPSA or MUA/P". Below this, a red instruction says: "Please provide either street address + city + State, or street address + ZIP code." The form fields are: Street Address (no P.O. Box, etc.): 1701 14th St NW, City: Washington, State: District of Columbia, and ZIP Code: 20009. There is a checkbox for "Include geographic (FIPS) codes" which is checked. At the bottom of the form are "Submit" and "Reset" buttons. Below the form, there is a note: "Daily updates of the HPSA data will resume on March 29, 2013. If you have any questions, please contact CAPT Phil Budashewitz, Director, Division of Policy and Shortage Designation, Bureau of Clinician Recruitment and Service at [pbudashewitz@hrsa.gov](mailto:pbudashewitz@hrsa.gov)".





# Steps for Searching HPSA Designations

## Geographical HPSA Search

### Step#1 Cont. :

If the demographic address information submitted is geographically located in a geographic or population type HPSA, the results will return with a “Yes”, along with the ID # and score illustrated on the screen.

If a site does not have a HPSA, the results will return with “No” illustrated.

HRSA - Find Shortage Areas: HPSA & MUA/P by Address - Version 2.0 - Windows Internet Explorer

http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx

File Edit View Favorites Tools Help

Favorites U.S. Department of Education... HRSA - Find a Health Center... The Data Bank - Health Care... U.S. Department of Education... System for Award Management

HRSA - Find Shortage Areas: HPSA & MUA/P by Address

[Shortage Designation Home](#)  
[Find Shortage Areas](#)  
[HPSA by State & County](#)  
[HPSAs Eligible for the Medicare Physician Bonus Payment](#)  
[MUA/P by State & County](#)

Reported location: 1701 14th St NW, Washington, DC, 20009  
(--- Input location: 1701 14th St NW, Washington, District of Columbia 20009)

[Start over with a new query by address](#) [Print](#)

<b>In a Primary Care Health Professional Shortage Area: Yes</b>	
Primary Care HPSA Name:	Homeless - Downtown Washington
Primary Care HPSA ID:	1119991108
Primary Care HPSA Status:	Designated
Primary Care HPSA Score:	19
Primary Care HPSA Designation Date:	06/29/1993
Primary Care HPSA Designation Last Update Date:	02/23/2012
<b>In a Mental Health Professional Shortage Area: No</b>	
<b>In a Dental Care Health Professional Shortage Area: Yes</b>	
Dental Health HPSA Name:	Homeless - Downtown D.C.
Dental Health HPSA ID:	6119991103
Dental Health HPSA Status:	Designated
Dental Health HPSA Score:	9
Dental Health HPSA Designation Date:	06/16/1994
Dental Health HPSA Designation Last Update Date:	01/31/2012
<b>In a Medically Underserved Area/Population: Yes</b>	
MUA/P Service Area Name:	Homeless - Downtown Washington

Local intranet 100%



# Steps for Searching HPSA Designations

## Census Tract – Geographical & Population

### Step#2:

- Go to <http://HPSAfind.hrsa.gov> to begin searching by census tract codes.
- Select state
  - Click down arrow for State search
- Select County
- Then, choose a discipline (Primary Care or Mental Health). To select more than one discipline, hold down the Ctrl key.
  - Click “Show me the HPSAs” for results

Find Shortage Areas: HPSA by State & County - Windows Internet Explorer

http://hpsafind.hrsa.gov/

File Edit View Favorites Tools Help

Favorites U.S. Department of Education... HRSA - Find a Health Center... The Data Bank - Health Care... U.S. Department of Education...

Find Shortage Areas: HPSA by State & County

about shortage areas

Daily updates of the HPSA data will resume on March 29, 2013. If you have any questions, please contact CAPT Phil Budashewitz, Director, Division of Policy and Shortage Designation, Bureau of Clinician Recruitment and Service at [pbudashewitz@hrsa.gov](mailto:pbudashewitz@hrsa.gov)

Updated 1/9/2013

Advanced search by HPSA Type, Score, Metro, and Status

Find a Designated HPSA: Choose a State, County & Discipline

State Select a State

County

Discipline Primary Medical Care  
Dental  
Mental Health

#

First, choose a State.

Now, choose All Counties, one county or each of the counties you wish to search. To select more than one County, hold down the Ctrl key while making your selection

Then, choose a discipline. To select more than one discipline, hold down the Ctrl key.

Optional: Find a HPSA using its ID #. State and Discipline selections must be provided.

Show me the HPSAs Start again

Local intranet 100%



# Steps for Searching HPSA Designations

## Census Tract – Geographical & Population

### Step#2 Cont. :

- Once results have been filtered, look for the Tract Code (Census Tract) from the results:

By clicking Ctrl +F, you will be able to search the entire document for the census tract code

- Continue to click next to view all matching census tract (C.T.) codes
- Whichever grouping your census tract is listed under, the site in question will assume that HPSA score and ID#. (i.e. geographical or population designation)
- If C.T. is not found on page, the site is not located a designated HPSA.



Find Shortage Areas: HPSA by State & County - Windows Internet Explorer

http://hpsafind.hrsa.gov/HPSASearch.aspx

Find Shortage Areas: HPSA by State & County

Find: 0050.01 Previous Next Options 1 match

### Find Shortage Areas: HPSA by State & County

Criteria:		
State: District of Columbia		Discipline: Primary Metro: All Status: Designated Type: All
County: District of Columbia		
ID: All		
Date of Last Update: All Dates		
HPSA Score (lower limit): 0		
Results: 207 records found.		
(Satellite sites of Comprehensive Health Centers automatically assume the HPSA score of the affiliated gr		

HPSA Name	ID	
001 - District of Columbia		
East Capitol Southeast	1119991101	
C.T. 0076.03		
C.T. 0076.04		
C.T. 0077.03		
C.T. 0077.07		
C.T. 0077.08		
C.T. 0077.09		
C.T. 0078.03		
C.T. 0078.04		
C.T. 0078.06		
C.T. 0078.07		
C.T. 0078.08		
C.T. 0078.09		
C.T. 0096.01		

18 Local intranet | Protected Mode: Off 200%

# Steps for Searching HPSA Designations

## Census Tract – Geographical & Population

Find Shortage Areas: HPSA by State & County - Windows Internet Explorer

http://hpsafind.hrsa.gov/HPSASearch.aspx

Find Shortage Areas: HPSA by State & County

Find: 0050.01 Previous Next Options 1 match

C.T. 0076.05		Census Tract			
C.T. 0097.00		Census Tract			
C.T. 0098.01		Census Tract			
C.T. 0098.02		Census Tract			
C.T. 0098.03		Census Tract			
C.T. 0098.04		Census Tract			
C.T. 0098.07		Census Tract			
C.T. 0098.10		Census Tract			
C.T. 0098.11		Census Tract			
C.T. 0104.00		Census Tract			
C.T. 0109.00		Census Tract			
<b>Homeless - Downtown Washington</b>	1140991108	Population Group	1	2	19
C.T. 0046.00		Census Tract			
C.T. 0047.01		Census Tract			
C.T. 0047.02		Census Tract			
C.T. 0048.01		Census Tract			
C.T. 0048.02		Census Tract			
C.T. 0049.01		Census Tract			
C.T. 0049.02		Census Tract			
C.T. 0050.01		Census Tract			
C.T. 0053.01		Census Tract			
C.T. 0056.00		Census Tract			
C.T. 0058.00		Census Tract			
C.T. 0059.00		Census Tract			
C.T. 0101.00		Census Tract			
C.T. 0107.00		Census Tract			
C.T. 0108.00		Census Tract			
<b>South Capitol</b>	1119991110	Geographical Area	3	2	17
C.T. 0064.00		Census Tract			
C.T. 0071.00		Census Tract			
C.T. 0072.00		Census Tract			
C.T. 0105.00		Census Tract			
C.T. 0110.00		Census Tract			
<b>Low Income - Brentwood</b>	1119991113	Population Group	2	5	21
C.T. 0068.01		Census Tract			
C.T. 0068.02		Census Tract			
C.T. 0068.04		Census Tract			
C.T. 0069.00		Census Tract			
C.T. 0079.01		Census Tract			
C.T. 0079.03		Census Tract			

Census Tract 0050.01



# Steps for Searching HPSA Designations

## Facility

### Step#3:

- Go to <http://HPSAfind.hrsa.gov> to begin searching for a Facility designation
- Select the state Click the down arrow for State search
- Select County
- Then, choose a discipline. To select more than one discipline, hold down the Ctrl key.
- Click “Show me the HPSAs” for results

Find Shortage Areas: HPSA by State & County

Health Professional Shortage Areas (HPSAs) are designated by HRSA as having shortages of primary medical care, dental or mental health providers and may be geographic (a county or service area), demographic (low income population) or institutional (comprehensive health center, federally qualified health center or other public facility). Medically Underserved Areas/Populations are areas or populations designated by HRSA as having: too few primary care providers, high infant mortality, high poverty and/or high elderly population. [More about shortage areas](#)

Daily updates of the HPSA data will resume on March 29, 2013. If you have any questions, please contact CAPT Phil Budashewitz, Director, Division of Policy and Shortage Designation, Bureau of Clinician Recruitment and Service at [budashewitz@hrsa.gov](mailto:budashewitz@hrsa.gov)

Updated 1/9/2013  
Advanced search by HPSA Type, Score, Metro, and Status

Find a Designated HPSA: Choose a State, County & Discipline

State	South Carolina	First, choose a State.
County	Orangeburg County Pickens County Richland County Saluda County Spartanburg County Sumter County	Now, choose All Counties, one county or each of the counties you wish to search. To select more than one County, hold down the Ctrl key while making your selection
Discipline	Primary Medical Care Dental Mental Health	Then, choose a discipline. To select more than one discipline, hold down the Ctrl key.
#		Optional: Find a HPSA using its ID #. State and Discipline selections must be provided.

**Show me the HPSAs** **Start again**





# Steps for Searching HPSA Designations Facility

## Step#3 Cont. :

- Once the results have been filtered, look for the Facility name
  - By click Ctrl +F, you will be able to search the entire document for the Facility name
- If the Facility name is not found on page, the site does not have a facility designated HPSA.
- Please note: During a Facility search the type of HPSA will be listed under the TYPE column

Find Shortage Areas: HPSA by State & County - Windows Internet Explorer

http://hpsafind.hrsa.gov/HPSASearch.aspx

Find Shortage Areas: HPSA by State & County

Find: spartanburg Previous Next Options

### Find Shortage Areas: HPSA by State & County

Shortage Designation Home

**Find Shortage Areas**

HPSA & MUA/P by Address

HPSA Eligible for the Medicare Physician Bonus Payment

MUA/P by State & County

Criteria:		Discipline: Primary Medical Care, Mental Health					
State: Michigan		Metro: All					
County: Wayne County		Status: Designated					
ID: All		Type: All Facilities					
Date of Last Update: All Dates							
HPSA Score (lower limit): 0							
Results: 23 records found.							
(Satellite sites of Comprehensive Health Centers automatically assume the HPSA score of the affiliated grantee. They are not listed separately.)							
HPSA Name	ID	Status	Type	FTE	# Short	Score	Last Updated
<b>163 - Wayne County</b>							
Ryan Correctional Facility	126999261C	Designated	Correctional Facility	1	0	9	04/28/2009
Detroit Community Connection	126999263M	Designated	Comprehensive Health Center	1	0	9	10/26/2002
Detroit Health Care for the Homeless	126999264C	Designated	Comprehensive Health Center	1	0	10	10/26/2002
Community Health and Social Services	126999264M	Designated	Comprehensive Health Center	1	0	9	10/26/2002
Health Centers Detroit Medical Group, P.C.	126999264X	Designated	Federally Qualified Health Center Look A Like		0	15	11/29/2012
Western Wayne Family Health Center	126999265A	Designated	Comprehensive Health Center		0	1	02/28/2006
Covenant Community Care, Inc.	12699926F9	Designated	Comprehensive Health Center		0	18	11/13/2012
Mound Correctional Facility	12699926L7	Designated	Correctional Facility	1	0	9	04/28/2009
American Indian Health and Family Svs of Southeast MI	12699926PF	Designated	Native American Tribal Population	0	0	16	04/11/2012
Arnold Medical Clinic C/O Memorial Healthcare	12699926PK	Designated	Rural Health Clinic	0	0	12	01/07/2013
The Wellness Plan	12699926PL	Designated	Comprehensive Health Center	0		17	11/30/2012
Charter County of Wayne	12699926PT	Designated	Comprehensive Health Center	0		19	12/14/2012
Detroit Community Health Network	7269992639	Designated	Comprehensive Health Center			12	10/26/2002
Detroit Health Care for the Homeless	7269992651	Designated	Comprehensive Health Center			13	10/26/2002
Community Health and Social Services	7269992659	Designated	Comprehensive Health Center			15	10/26/2002
Western Wayne Family Health Center	7269992674	Designated	Comprehensive Health Center			8	01/01/2006
Covenant Community Care, Inc.	7269992686	Designated	Comprehensive Health Center			18	11/13/2012
Mound Correctional Facility	7269992689	Designated	Correctional Facility	0	0	12	03/02/2009
Ryan Correctional Facility	72699926A3	Designated	Correctional Facility	0	0	12	03/02/2009
American Indian Health and Family Svs of Southeast MI	72699926BX	Designated	Native American Tribal Population			17	04/11/2012
The Wellness Plan	72699926C1	Designated	Comprehensive Health Center	0		16	11/30/2012
Health Centers Detroit Medical Group, P.C.	72699926C8	Designated	Federally Qualified Health Center Look A Like	0		17	11/29/2012
Charter County of Wayne	72699926C9	Designated	Comprehensive Health Center	0		20	12/14/2012



# In-Service Requirements for Graduates

## In Service Verifications

### What happens after I begin my employment?

- You will be required to submit a In-Service verification (ISV) form online electronically every 6 months through your customer service portal account until you have successfully fulfilled your service obligation.

### 6 month In-Service Verification Form (ISV) includes:

- ✓ Dates of employment in 6-month increments
- ✓ Hours worked per week
- ✓ Number of days of leave taken within the 6-month time period
- ✓ Name and address of approved facility





## **Perform Full-Time or Part-Time Clinical Service**

Participants may satisfy their service obligations on either a full-time or part-time basis.

- **Full-Time clinical practice**
    - A minimum of 32 hours per week
  - **Part-Time clinical practice**
    - A minimum of 16 hours per week and up to a maximum of 31 hours per week
- ❖ *Participants wishing to serve part-time must first obtain approval from NCSP. This will extend your service obligation so that the aggregate amount of service performed will equal the amount of a full-time service obligation.*



## Transferring Facilities

- The NURSE Corps Scholarship Program (NCSP) expects you to fulfill your obligation at the NCSP-approved Critical Shortage Facility.
- If you are unable to continue working at the approved CSF, you should contact the NCSP immediately in writing through the Customer Service Portal.
- All transfers must be approved by the NCSP. Transfer requests should be submitted before you leave your current site. Leaving the assigned site without prior written approval may result in a default recommendation.
- Transfers are requested in the Customer Service Portal through the Site Status Change request.





## Allowable Leave

- No more than 35 days per service year can be spent away from the approved NCSP site for vacation, holidays, continuing education, illness or any other reason.
- For continuous absences greater than 35 days in a service year, you must request a suspension through your portal of your NCSP service obligation.





## Suspension Requests

**Definition:** A temporary suspension of service obligation. There are *three different types of Suspensions*:

- *Medical*
- *Maternity, Paternity & Parental*
- *Call to Active Duty*

Provides temporary relief to an NCSP participant if he/she has short-term (not permanent) circumstances.



## Breach of Contract: Default

**Definition:** *Failure to provide health services in a NCSP-approved CSF for the period of time specified in your NCSP contract.*

You will be held liable to the Federal Government to repay all funds paid to you, or on your behalf, under the NCSP; in addition, you will be required to pay interest on such amounts at the maximum legal prevailing rate from the date of Default. The amount owed, including interest, must be paid within 3 years of the date of Default.



## Waivers

A waiver permanently relieves all or part of the NCSP obligation; *waivers are approved only on rare occurrences.*

A waiver will be granted only if you demonstrate that compliance with your obligation is:

- permanently impossible or
- would involve an extreme hardship such that enforcement of the obligation would be unconscionable.

All requests for a waiver must be submitted in writing through the Customer Service Portal to NCSP and must be supported by full medical and/or financial documentation





## Service Completion

Once your service obligation has been fulfilled and documented via In-service Verification Forms, a final audit and review will be done.

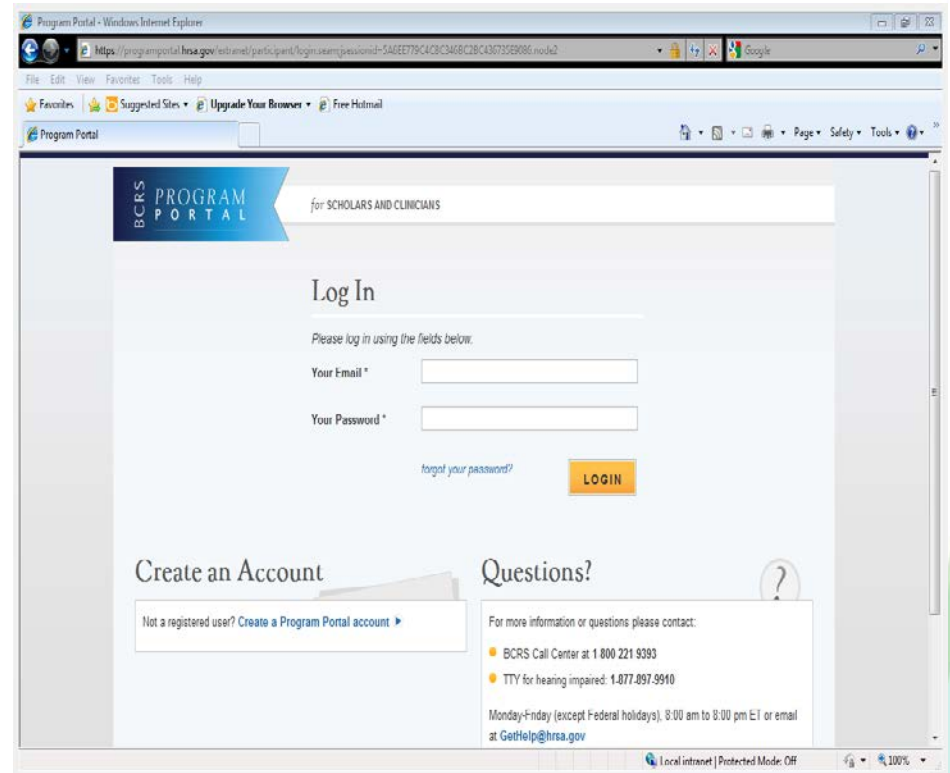
You should ensure that all contact information is kept current and up-to-date while under contract with NCSP. You will receive a letter and certificate for service completion through the Customer Service Portal.





The **Customer Service Portal** is an online tool that serves as your primary means for conducting business with the NCSP. Using the portal, you can:

- ✓ View your NCSP profile
- ✓ Update your personal information
- ✓ Ask the NCSP a question about your service or your In-Service Verifications
- ✓ Submit transfer, suspension and waiver requests





# Contact Us

## Customer Service Portal :

<https://programportal.hrsa.gov/extranet/participant/login.seam>

## HRSA Call Center :

1-800-221-9393 or TTY 1-877-897-9910,  
[GetHelp@hrsa.gov](mailto:GetHelp@hrsa.gov)



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
HEALTH RESOURCES AND SERVICES ADMINISTRATION

